

**GENERAL DEDUCTION WORKSHEET**  
**STATE OF NORTH DAKOTA** **SFN 14339**

Pay Group: This is either PG1 (salaried employees) or PG2 (hourly employees).

Dept #: This is the 3-digit number of the division that the employee is in. If your agency does not have separate division numbers it is the 3-digit agency number.

Set ID#: This is a 5-digit number made up of your agency's 3-digit number with 00 on the end.

Employee Name: The name of the employee whom the general deductions are for.

Empl ID#: The id number of the employee being corrected.

Effective Date: The date the general deduction goes into effect.

End Date: The date, if known, that the general deduction is scheduled to end. End date can NOT be last day of the month.

General Deduction Code and Amount: Select the appropriate general deduction and enter the deduction code and amount in the correct column. Remember that if the deduction is to be taken pre-tax, use the Flex Insurances column. If an asterisk (\*) follows the general deduction description the amount does not need to be filled in. It will default to the deduction table.

Additional Entries: These boxes may be used for any additional entries that you may need to make on this form. Ex: If you are entering both a dental and vision deduction for this employee, you would enter one under the dental/vision insurance column and one under the additional entries column.

Prepared By: Your name.

Date: The date that this document is completed.